



## CENTRAL ALBERTA YOUTH IN TRANSITIONS SCHOOLS PARTNERSHIP PROGRAM

*“Schools Partnerships – Youth in Transitions”*

*Linking relevant career development information with a liberal education to develop meaningful career transitions for youth in Central Alberta.*

### **Introductory Pick Up and Go Kits**

*(A Comprehensive Set of Career Development Lesson Plans)*

#### **Get Ready: Plan Your Career!**

This introductory kit outlines a five step process to career planning and includes activities that explore practical ways to attain the specific goal for each of the five steps. Students will become aware of the career planning process as a tool they can use both immediately and throughout their lives to create the life that they want for themselves.

#### **Get Started: Take the First Step!**

Developed to follow the “Get Ready: Plan Your Career” kit, this kit emphasizes the importance of self-evaluation as the first step in the career planning process. Students will participate in three self-assessment activities to begin the process of self-evaluation. Students will also complete a summary sheet of their self-assessment results that is ideal for placement in a portfolio.

#### **Get Smart: Know Your Skills!**

Before students begin developing resumes or writing cover letters it is imperative that they obtain knowledge of the vast array of skills they possess. This kit includes three checklists that assist students in identifying many of their skills. As well, an interactive activity allows students the opportunity to learn skills that are developed through the variety of roles and activities that they may be involved in. The value of the transferability of these skills is emphasized.

#### **Get Noticed: Resumes That Work!**

Building on “Get Smart: Know Your Skills!” this kit will assist students in producing a skills-based, functional resume. This type of resume is ideal for students who do not yet have a lot of paid work experience. In addition to providing valuable background information about resumes, this kit also includes resume samples, a worksheet with useful tips and examples, and an electronic template that allows for ease of input and formatting of resume information.

#### **Get Attention: Catchy Cover Letters!**

The ability to compose an effective cover letter and package it with a resume is essential to self-marketing. This kit introduces students to the purpose and importance of cover letters and prepares them to write a cover letter targeted to a specific goal. Included in this kit are cover letter samples, a worksheet with helpful tips and examples and an electronic template that simplifies formatting of the cover letter.

**Get Informed: Know Your Rights!**

When students enter the workforce as part time workers it is important that they develop an understanding of the laws that surround both their employment and their work environment. Focusing on the Alberta Employment Standards Code, this kit includes a comprehensive handout of the regulations established for the hiring of young workers and an interactive ten question quiz that highlights a selection of the workplace regulations most pertinent to new and young workers. Practical strategies to assist students in dealing with breeches of these laws and their rights within their workplaces are outlined.

**Get Hired: Develop Great Interview Skills!**

A student's set of self-marketing tools would not be complete without developing excellent interview skills. In an interactive manner, this kit introduces students to information and techniques that will enhance their ability to handle interview situations. Students will learn about questions typically asked in interviews and about the value and advantages of both preparing in advance of an interview and presenting a positive first impression at the interview. The information in this kit may serve as the starting point for a practical mock interview experience using the Pick Up and Go Kit "Get Prepared: Practice Your Interview Skills!"

**NOTE:** *The following Pick Up and Go Kit, "Get Prepared: Practice Your Interview Skills!", has been developed as an optional sequel to the kit "Get Hired: Develop Great Interview Skills!" It is essential that the information contained in "Get Hired: Develop Great Interview Skills!" be delivered to students in advance of preparing for mock interviews as this information will develop their understanding of both the interview process and the necessity and benefits of preparation to enable a positive interview experience.*

**Get Prepared: Practice Your Interview Skills!**

Providing a mock interview experience creates an excellent opportunity for students to practice the interview techniques and skills outlined in the Pick Up and Go Kit "Get Hired: Develop Great Interview Skills!" This all-inclusive kit contains handouts and worksheets designed to prepare the students for their mock interviews, a detailed outline for teachers of the steps involved in organizing the interviews, and a mock interview assessment form for interviewers to structure the feedback they provide to the students. As a culminating activity to the information introduced in "Get Hired: Develop Great Interview Skills!", students will receive practical suggestions on improving their interview skills for future use.

**Get Involved: Start Volunteering!**

Becoming a volunteer is an excellent way for students to enhance their workplace readiness, explore different occupations and work environments and gain a sense of self-worth and personal satisfaction. Through a series of interactive activities this kit will assist students in realizing the many benefits of volunteering, in developing an understanding of the ideal qualities and skills necessary to be a volunteer and in discovering options for meaningful volunteer involvement. Also included, in an appendix to this kit, is a set of forms that can be used to document and monitor student volunteer work as a potential follow up.